



THE CREEK
CHURCH

EMPLOYEE HANDBOOK

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MISSION & VISION

Our mission: To love God and love people and to lead those people to become fully devoted followers of Jesus Christ.

Our vision: To be a church that people who don't like church love to attend.

The staff of The Creek Church are the leaders and champions that lead out and model the mission and vision of the church.

CORE VALUES

We Can't Stay Here

Bridges Are Better Than Barriers

Generosity Changes Lives

"We" Is Greater Than "Me"

It's Better To Serve Than Be Served

Everyone Can Reach Someone

STAFF BENEFITS

1. Vacation Days:

All full-time salaried employees are granted paid vacation time. The amount of time varies by position and is presented to each individual in their Offer of Employment letter. Pastoral staff are required to take 3 weeks vacation time in a 12 month calendar year.

No staff member is allowed to take vacation time or schedule any church trips during black out dates. Black out dates are the last two weeks of July and December 1 through December 26.

Any request for vacation must be cleared through the Executive Pastor of Ministries' office at least a month in advance. **Vacation requests must be submitted via thecreekchurch.com/vacationrequest for approval.**

2. Holidays:

Our offices are closed and staff will have the day off on the following holidays:

Easter - The previous Friday is a possible work day. All staff will have the following Monday off.

Memorial Day (last Monday in May)

July 4th - If the holiday falls on a weekend day, all staff will have the following Monday off.

Labor Day (first Monday in September)

Thanksgiving - All staff will have half a day off the previous Wednesday and all day off on Thanksgiving day.

Christmas - (adjusts with our Christmas schedule) All staff will have 1 to 1.5 weeks off after Christmas.

Last Sunday of the Year - No Services

*When we are off on a Monday our regularly scheduled meetings will take place on the following Tuesday.

3. Sick Days:

In the event that you are sick and cannot work, please notify your direct supervisor.

4. Other Benefits:

The specifics of other benefits will be outlined in your Offer of Employment letter.

STAFF EXPECTATIONS AND INFORMATION

1. Work Expectations:

All full-time employees are expected to fulfill their responsibilities and complete their work each week. Normal office hours are Monday through Thursday from 8:00 am till 5:00 pm. Full-time employees will be required to work on Sunday mornings. Sunday morning start times depend on the campus at which you are serving. Because we never want a volunteer outworking us, we consider some of our Sunday hours as volunteer hours. We consider Sundays as a 4 hour work day for our staff.

As employees and leaders, we are expected to set the pace and example for others who work and serve at the local church. It is expected that salaried employees work 40-50 hours a week depending upon position. Specific expectations will be presented to each employee in their Offer of Employment letter.

Fridays, Sundays, and other hours:

We must work additional hours in order to meet our expectations of 40-50 hours a week for salaried employees. Because of the nature of our work, individual departments and employees may find it most productive to work these additional hours at times that differ from other departments or individuals. For example, some employee's jobs inherently require additional hours on weeknights, while others may never be required to work on a week night. In addition to work load and department, stage of life can play a large role in when an employee can be most productive. Because of this, we have flexibility in how our departments choose to meet the additional expected hours. Some departments may chose to allow employees to work on Fridays, while others may choose to work until 5 on Sundays. Others may need to work in the evenings during the week in order to accommodate volunteer schedules.

This type of flexibility requires a great deal of communication and trust, and will be monitored heavily to ensure that we are not robbing God of work time that He deserves. The time during which you are allowed to work these additional hours and the amount of flexibility afforded to you is subject to change at any time by your supervisor, the Executive Pastor of Ministries, or the Leadership Team. Your specific work schedule will be communicated to you by your direct supervisor.

Evaluations

Employees will take part in evaluations twice a year (every 6 months) to evaluate their performance, ministry goals, and personal growth.

2. Networking and Social Media:

The Creek Church generally views creating or contributing to personal websites, blogs, social networks, message boards, virtual worlds, and other kinds of social media positively. We recognize the desire of many of our employees to participate in online community and encourage this form of networking and idea exchange.

As an employee of The Creek Church, you may be seen by our members, attendees, and outside parties as a representative of our organization. That means that while you may view your online presence as a personal project, many readers will associate you and the views you express with us. In light of that, we ask that you observe the guidelines outlined below.

Please keep in mind that these guidelines will continue to evolve as new social networking technologies emerge. Check back periodically to ensure that you are up-to-date. If you have questions, please contact the Executive Pastor of Ministries' Office.

Notify your supervisor

If you have a personal website or blog or are considering creating one, please discuss this with your supervisor. If you have any questions, feel free to contact the Executive Pastor of Ministries.

Maintain confidentiality

Ask permission before reporting on conversations or meetings that are meant to be private or for internal use only. Do not disclose any information, pictures, or videos that are confidential or proprietary to The Creek Church. This includes information that will become public, but has not yet been announced or posted.

Remember that what you write is public. You should always assume that it will be read by your boss, your co-workers, church volunteers and attendees, other church leaders, your parents, your children, your spouse, and the attorney for the person who doesn't like you. Ask yourself if you are comfortable with all of these people reading what you plan to post.

No expectation of privacy

The computers and computer accounts given to employees are to assist them in the performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send or receive on said computer. The computer belongs to The Creek Church.

Employees expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the internet. Employees consent to allowing authorized personnel of The Creek Church to access and review all content created, stored, sent, or received on the computer or through the internet. Employees understand that The Creek Church may use human or automated means to monitor use of computer resources.

3. Behavioral Expectations:

A. Integrity

The word integrity comes from the same Latin root as integer and implies a wholeness of person. A person of integrity is living rightly, not divided, nor being a different person in different circumstances. A person of integrity is the same person in private that he or she is in public.

1. Relationships — Staff will maintain integrity in how they communicate with other staff, family, attenders, members, and others.
2. Lordship — Maintain a growing relationship with Jesus Christ in your personal life and as you serve Him and His church.
3. Stewardship — Exercise control and responsibility with your time, talents, resources, finances, health, etc.

B. Expectations Regarding Tithing.

As Christ Followers, we believe that we are stewards of God's resources because He is the owner of all that we have. Throughout scripture, we are reminded of the importance of giving back to God who has so generously provided. Giving is an act of worship that helps protect our hearts from greed. In Malachi 3:10 the Lord says, "Bring the whole tithe into the storehouse, that there may be food in my house. Test me in this," says the LORD Almighty, "and see if I will not throw open the floodgates of heaven and pour out so much blessing that you will not have room enough for it."

The Creek seeks to honor God's word and command regarding tithing and we want to help hold you accountable. To protect our integrity as individuals and as a church, it is a requirement that all The Creek Church staff members tithe (10%) from your annual gross salary. Employees should provide their tithe/offering in the form of a check or online giving.

In our commitment to be Biblically obedient, if you find that you need assistance in managing your resources, we offer free one on one financial coaching by request. Financial coaching is 100% confidential and offers help budgeting using Biblical principles and wisdom.

C. Personal Bible Study

Each staff member should be engaged in ongoing personal spiritual growth through prayer, bible study, and service.

D. Leadership

Each staff member should always be mindful that when they are on a church campus that they are leaders. They must maintain a level of integrity and character at all times.

E. Conflict Resolution

If there arises conflict within staff members, staff should resolve to end the conflict peacefully and swiftly. If those in conflict cannot come to resolution of understanding, forgiveness, and reconciliation: the appropriate supervisor will address the issue and take appropriate steps to resolve the conflict in a healthy manner.

F. Misconduct

If an employee has demonstrated misconduct with any of their behavior, a

meeting with their supervisor will be set to determine the extent of the misconduct. A verbal warning may be issued once the investigation is complete.

G. Appearance

All employees will dress clean, neat, and modest. It is the expectation that all employees will dress appropriately and be clean in appearance. This environment is casual but not sloppy, laid back but not inappropriate. Jeans or pants should be worn by all employees under normal working conditions.

H. Liberties

Use caution in exercising your Christian liberties. We are to always be mindful of our audience and the context in which we are serving. It is always best to lay aside your liberty for the sake of the gospel and to maximize the potential for life change.

I. Gifts

No staff person is permitted to solicit designated or personal gifts from church members or attendees.

4. Compensation:

Each staff member that is hired at The Creek Church is hired on a case-by-case basis. Any disclosure of finances and benefits will be between the senior pastor and his designee(s), never publicly discussed or displayed. All employees will be paid by direct deposit and at the end of each week unless noted otherwise.

5. Hiring and Firing:

Each employee will be hired on an individual basis. Terms of your hire, finances, and total package will be between the employee and the Executive Leadership Team.

Each employee will go through the hiring process. This process is not limited to these steps as each position may require more or less steps. Each potential employee will submit an application and resume, go through an interview process, complete a background check, credit check, & fill out applicable information forms. This process may be added to or amended depending on the position and the candidate for hire.

Firing of an employee: In the case where an employee may be fired, the following will be the guidelines and procedure used leading up to termination of employment. (The Creek Church reserves the right to terminate employees in any situation where it is warranted.)

- a. Employee will be given a verbal warning as to the behavior/incident in question from their supervisor. A form will be used for the employee to sign noting that they have been given verbal warning.
- b. Employee will be given a written warning as to the behavior/incident in question from their supervisor. The employee will sign a copy of the written notice.
- c. Termination will be immediate after a third offense.

TEAM COVENANT

As a member of this team, I agree to:

Confession Statement

We believe that Jesus is the Christ, the Son of the living God; that he died for our sins according to the Scriptures; that he was buried; that he was raised from the dead; that he was seen. (Matt. 16:16; 1 Corinthians 15:3-6)

Mission

We have come together to Love God and Love People and to lead those people to become fully devoted followers of Jesus Christ by creating a church with environments where people are encouraged and equipped to pursue intimacy with God (personal), community with insiders (Love God), and influence with outsiders (Love People).

Common Commitments

1. Take it personally. (Beyond my job.)
 - How am I personally engaged in our mission and vision?
2. Make it better.
 - What am I doing personally to help us improve organizationally?
3. Collaborate.
 - Where am I leveraging the talents and skills of staff outside my primary team?
(Trust is built here, not limited by people in the room.)
4. Replace ourselves.
 - Who am I empowering?
5. Stay fit.
 - How am I taking care of myself spiritually, physically, relationally, financially, and emotionally?
6. Remain openhanded.
 - How do I manage the tension triggered by new ideas, innovation, and change?

HANDBOOK/CONFIDENTIALITY AGREEMENT

The Creek Church full-time employees, part-time employees, and volunteer employees are responsible for the security of any confidential information to which they have access. They have an obligation to maintain the confidentiality of proprietary, confidential, and sensitive information, documents, and data concerning The Creek Church, its staff members, organizations, and Pastor. Church employees will not discuss or divulge church business concerning any of the above entities except to (1) the extent necessary for the normal conduct of business and (2) those that are specifically authorized to receive such information

This policy is not intended to impede normal church communications, but rather to specify individual discretion. Violation of this policy/agreement constitutes grounds for removal from employment.

I have received and read a copy of The Creek Church Confidentiality Policy/Agreement and understand and accept the policy and guidelines set forth within the document. My signature demonstrates my agreement to hold confidential all church business/matters pertaining to the Pastor, staff, organizations, and members while serving as an officer/employee of the church both as employed and after my employment has been terminated.

Place an X by each of the statements below if you agree with them.

I agree with the terms & information contained in the The Creek Employee Handbook

I have read and received a copy of the The Creek Church Employee Handbook.

Signature: _____ Date: _____

Name (Printed): _____